

PROCESSING THE MONTHLY HEALTH INSURANCE REMITTANCE FILE (PR-PER-1)

APRIL 2001

VERSION (7.0)

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PROCESSING THE MONTHLY HEALTH INSURANCE REMITTANCE FILE

OVERVIEW

Each month, once the payroll vendor checks have been printed, a health insurance remittance file must be created and transmitted to the Division of Finance. The Division of Finance then sends individual remittance files to each insurance carrier by combining all of the district files. The remittance files are also used for life insurance enrollment.

Summer payroll processing complicates the Remittance File generation because of the timeline associated with summer payroll processing. Additional payrolls in June need to be excluded in some months and included in other months. *Appendix A* illustrates a summer payroll check date sequence to help simplify the process.

CHECKLIST FOR CREATING HEALTH INSURANCE REMITTANCE FILES

These steps are followed **each month** after the vendor payroll has been completed. (For more information on vendor payroll, refer to *Processing a Regular Payroll (PR-REG-10)* in the *Regular Payroll/Personnel Processing* section.)

- ☐ 1. Delete last month's remittance file from the spool directory. See the *MUNIS System Administration (MSA-1)* document in the *MUNIS System Administration User Guide* for more information on deleting files from the spool directory.
- ☐ 2. Generate the remittance file from payroll history information.
- ☐ 3. Make any manual adjustments or corrections that are needed.
- ☐ 4. Produce the remittance file output and verify accuracy.
- ☐ 5. Transfer the remittance file to KDE. See the document titled *Transferring Files from the RS6000 to KDE (OSA-10)* in the *MUNIS System Administration User Guide*.

GENERATING THE REMITTANCE FILE

To Generate the Remittance File From the Health Insurance System, Select:

B) PAYROLL & PERSONNEL

F) Retirement & State-Specific

B) State of Kentucky

I) Kentucky Health Insurance

F) Remittance Maintenance

The following screen is displayed:

Session	Edit	Commands	Settings	Help
HEALTH INS. REMITTANCE MAINTENANCE				
Action: Find Next Prev Browse Add Update Delete Output ...				
Query the current database table.				
Emp # []	Last []	First []	MI []	
SSN []				
Year []		EE Term Date []		
Month []		Health Insurance		
		Term Date []		
Waived []		Current Amount [0.00]		
		Arrears Amount [0.00]		
Carrier []		Total Amount [0.00]		
Plan []				
Coverage []		Flex Vendor []		
Level []				
		Flex Amount [0.00]		
Comment []				
Cross Reference Flag []				

1. Select **Generate** from the backside of the Ring Menu.

The following screen will display:

Session	Edit	Commands	Settings	Help
HEALTH INS. REMITTANCE MAINTENANCE				
Action: ... Generate Z=Purge Exit				
Action: Define X=eXecute Exit Define your output options. Year [] Month [] Generate Option [H] Payroll Date Range [] to [] Excluded Payrolls []				

2. Select **Define** from the Ring Menu.
3. Enter the four-digit **Year** and the two-digit **Month** for the report. This is the calendar month for which the coverage applies.
4. For consistency throughout the year, enter **H** in **Generate Option**. History will then be the method used to obtain information.
5. Enter the **date range** for check dates in **Payroll Date Range**.
6. Enter the **run type** and **warrants** to be excluded from this remittance. For example, some of the summer payroll warrants run in June would actually be excluded from the July, August, and September remittance files. See **Appendix A** for more information on summer payroll exclusions.
7. Press **ESC** to complete the define.

8. Choose **X=eXecute** to create the month's remittance records. The following box appears:

Options: Yes **No**

All records for the chosen year and period will be deleted, and any manual changes will be lost. Also, no other users may be maintaining remittance records at this time. Do you wish to continue?

9. *If this is the first time you've generated the remittance file this month*, select **Yes** to continue.

If you have previously generated the remittance file for this month, there are 2 options:

- Regenerate the file and recreate any comment code changes. In this case, select **Yes** to continue.
- Keep the original file and manually add new record(s) as needed. In this case, select **No** to cancel the generation process.

MANUALLY ADJUSTING THE REMITTANCE FILE

An employee enrolled in a health insurance plan may experience special circumstances that prevent the automatic deduction of the full amount of the health insurance premium through payroll processing. To accommodate these circumstances, the MUNIS Health Insurance System allows a manual adjustment of the health insurance remittance record to show payments made outside normal payroll processing.

For example, if an employee is on leave without pay (comment code 6), the health insurance premium may be paid by a personal check. Since the employee remains in the Health Insurance System, a remittance record is automatically produced showing zero paid. The remittance record can be updated to show that both the premium and the state contribution (entered in the arrears field) were paid by personal check and the employee's health insurance remains in force.

To Manually Adjust a Remittance Record, Select:

B) PAYROLL & PERSONNEL

F) Retirement & State-Specific

B) State of Kentucky

I) Kentucky Health Insurance

F) Remittance Maintenance

The following screen is displayed.

PROCESSING THE MONTHLY HEALTH INSURANCE REMITTANCE FILE

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Session	Edit	Commands	Settings	Help
HEALTH INS. REMITTANCE MAINTENANCE				
Action: Find Next Prev Browse Add Update Delete Output ...				
Query the current database table.				
Emp # [Last [First [
SSN [MI []
Year [EE Term Date [
Month [Health Insurance	
			Term Date [
Waived []			Current Amount [0.00]
			Arrears Amount [0.00]
Carrier [Total Amount [0.00]
Plan [
Coverage [Flex Vendor [
Level [
			Flex Amount [0.00]
Comment [
Cross Reference Flag []				

1. Select **Find** from the Ring Menu.
2. Enter the employee's **Emp #**, and the **Year** and **Month** (calendar) of the remittance record to be adjusted.
3. Press **ESC** to retrieve the record.

NOTE: *Before updating the record, check carefully that the correct remittance record (for the right month) has been accessed.*

4. Choose **Update** to modify the record.
5. Enter a **code** from the following list in the **Comment** field (lookup is available). These codes indicate the possible reasons for discrepancies between the remittance file as it is generated and the standard monthly amounts for each individual.

Code	Short Description	Description
1	SEP CHECK	SEPARATE CHECK ATTACHED
2	ARREARS	ARREARS (INCLUDED IN PAYROLL)
3	LATE ENTRY	LATE ENTRANT
4	PARTIAL PY	PARTIAL PAYMENT
5	NO PAY	NO PAYMENT
6	LEAVE, CHK	ON LEAVE, PERSONAL CHECK

Code	Short Description	Description
7	PAY & CHK	PARTIAL PAY & PERSONAL CHECK
8	LEAVE, COBR	LEAVE, COBRA, NO PAYMENT
A	XREF HAZ	X-REF HAZARDOUS DUTY RETIREE
B	NEG DED	NEGATIVE DEDUCTION
C	REIMB	REIMBURSE FORMER EMPLOYEE
D	SEP CHK FS	SEPARATE CHECK ATTACHED - FSA
R	ELIG LOSS	ELIGIBILITY LOSS - REDUCED HRS
T	SUMM TRANS	SUMMER TRANSFERS

A detailed explanation for each code follows.

Code 1 - Separate Check Attached

At some point during the year, certain employees may not earn sufficient pay to cover their health insurance deduction. Since no funds were paid from within the payroll, a zero would be in the Current Amount field. If the deduction is paid by a separate check, code **1** should be entered in the **Comment** field. The **employee's current monthly amount** should be entered into the **Current Amount** field. This will match the amount of the personal check. (If the employee had some money withheld from their check and paid the rest by separate check, code **7** should be entered in the **Comment** field.)

Code 2 - Arrears (Included In Payroll)

If an employee makes up some or all of a health insurance deduction within the payroll (during Employee F/M, the deduction amount is modified or a second health insurance deduction is added), that additional amount will appear in the Arrears field. In this case, code **2** should be entered in the **Comment** field.

Code 3 - Late Entrant

If an employee enters the system too late to have their health insurance deducted from the payroll, they may double up in the next month. **If the employee pays the previous month discrepancy by personal check, this amount will need to be manually entered into the Arrears field.** Code **3** should be entered in the **Comment** field. This code will be used by the Division of Finance to pay the additional state contribution for the previous "missed" month.

Code 4 - Partial Payment

If an employee does not earn sufficient pay to cover their health insurance deduction but chooses to make a partial payment, code **4** should be entered in the **Comment** field. This indicates why the monthly amount is less than the normal monthly amount.

Code 5 - No Payment

If an employee makes no contribution to their health insurance during the remittance period (neither in the payroll nor by personal check), the **Comment** code should be **5**, indicating no payment.

Code 6 - On Leave, Personal Check

An employee on 30-day leave is responsible for paying both their health insurance premium portion and the portion normally contributed by the State. In that case, code **6** should be entered in the **Comment** field. The **Current Amount** field should be updated to reflect the employee's normal monthly amount. The **Arrears Amount** field should be updated with the normal State contribution. The employee's personal check should reflect the total of those two amounts, which will be displayed in the **Total Amount** field.

Code 7 - Partial Pay & Personal Check

If an employee who does not earn sufficient pay to fully cover their health insurance deduction chooses to make a partial payment through withholding AND covers the rest with a separate check, code **7** should be entered in the **Comment** field. The **Current Amount** field should be updated to reflect the full monthly amount (which should equal the total of what was withheld and the separate check).

Code 8 - Leave, Cobra, No Payment

If an employee is on leave for more than 30 days, they must move to Cobra rather than continuing to participate in the state plan. Code **8** should be entered in the **Comment** field to indicate they are on Cobra. No money will be remitted from the district and no money will be paid by the Division of Finance for this employee. Since the employee will not be receiving a paycheck, their remittance record will have a **zero** for **Current Amount**. The zero should be left since the employee will be paying their Cobra health insurance directly to the carrier.

Code A - X-Reference with Hazardous Duty Retiree

If an employee is cross-referenced with his/her spouse who has retired through the state's hazardous duty retirement clause, that employee will have no dependent contribution deducted towards the cross-reference premium. The state still owes its single contribution. When the hazardous duty cross-reference is entered into the MUNIS Health Insurance Enrollment program, a per check amount will be calculated even though it should be zero. After the Z=Update function is performed, the district must **inactivate the deduction** in the Employee Deduction file. They must also enter a code **A** in the **Comment** field each month, to inform the carrier why the employee's amount does not reflect the full premium.

Example: If the total cross-reference premium is \$500, set the employee's deduction to zero. Enter code **A** in the **Comment** field to inform the carrier that the total dependent-owed contribution will come from the retiree's check.

Example: If the total cross-reference premium is less than \$406.00 (\$203.00 for both spouses), then the remaining single premium for the active employee can be placed into a flexible health care spending account. In this case, do not use code A.

Example: If an employee is cross-referenced with his/her spouse who has less than the state contribution (\$203) paid by the state, the employee pays only half of the

amount above \$406. It is the retired spouse's obligation to have any additional monies owed deducted from the retirement check or paid by personal check if necessary. **You are not to withhold an additional premium amount from the active employee's check.** Remember, each person is required to contribute half of the cost of a cross-reference contract.

Code B - Negative Deduction

If a health insurance deduction is taken out in one reporting period and reimbursed as a negative deduction in the following period, enter a code **B** in the **Comment** field. This informs the carrier that less is being remitted this month due to the negative deduction, which corrected an error in the previous reporting period.

Code C - Reimburse Former Employee

If a health insurance deduction is taken out in one reporting period and reimbursed to a former employee through a reimbursement pay type (see the *Processing Health Insurance Reimbursements to Former Employees* document in the *Regular Payroll Processing* section), enter a code **C** in the **Comment** field. The **Current Amount** field should contain a **negative amount** to reflect the credit/reimbursement. This informs the carrier that less is being remitted this month due to the reimbursement. It also notifies the Division of School Finance that the state portion should not be paid.

Code D - Separate Check FSA Attached.

An employee who initially waived his/her health insurance and had the state portion placed in a healthcare flexible spending account, now (due to a qualifying event) elects health insurance. That employee elects to continue his/her healthcare flexible spending account as a pre-taxed deduction. For that employee, place **Code D** in the **Comment** field. This information will allow the healthcare flexible spending account vendor to expect a check from the school district for this employee. **Code D** must be placed in the **Comment** field each month.

Code R – Eligibility Loss Due to a Reduction in Hours

An employee who loses eligibility for health insurance of a flexible spending account because he/she no longer works enough to have coverage is to be handled as follows:

Enter the employee's health insurance terminate date on the employee's "**Health Insurance Enrollment Maintenance**" screen. The date will be the last day of the month that the employee will have coverage.

Enter the code **R** in the comment field on the **Health Insurance Remittance Screen** for the employee. This code will notify the Department of Education and the Health and/or Flexible Spending Vendor that the employee is no longer eligible for coverage but is still an employee of the school district. All reports will reflect an insurance term without an employment term.

Code T – Summer Transfers

Employees who transfer from one school district to another after they have completed the last day of the school year (full contract year through June 30) are to be considered as having completed their contract through June 30 and are to be processed as follows:

Enter the employee's employment terminate date on the Employee Master File record as June 30th. Enter the employee's health insurance terminate date on the Health Insurance Enrollment Maintenance Screen as September 30, 200X. **Remember that the employee must have worked the last day of the school year to be eligible for transfer status.** Enter the code **T** in the comment code on the employee's Health Insurance Remittance File screen. This code will notify the Department of Education and the Health Insurance Vendor that this employee is transferring to another Kentucky School District. This employee will continue on the school district's billing until September 30th. **Note: If an employee contribution is due, the employee is responsible for paying their portion of the premium. The school district is responsible for sending all employee contributions to the Health Insurance Vendor.**

6. Modify the **Current Amount** or **Arrears Amount** fields as necessary.
7. After the appropriate fields are updated, press **ESC** to save the changes.

PRODUCING MONTHLY REMITTANCE OUTPUT

After the monthly remittance file is created and any necessary adjustments are made, an electronic file must be sent to the Division of Finance. The Division of Finance remittance file contains health insurance and life insurance information on all employees. Using this information, the Division of Finance will then send individual remittance files to each health insurance carrier. It is therefore important that the Health Remittance Report is printed and verified before the electronic file is submitted.

To Produce the Monthly Remittance Output, Select:

B) PAYROLL & PERSONNEL

F) Retirement & State-Specific

B) State of Kentucky

I) Kentucky Health Insurance

F) Remittance Maintenance

1. Select **Output** from the Ring Menu.

The following screen will display:

Session	Edit	Commands	Settings	Help					
HEALTH INS. REMITTANCE MAINTENANCE									
Action:	Find	Next	Prev	Browse	Add	Update	Delete	Output	...
Action: Define Report Mag-Media Exit									
Define your output options.									
Year				[]			
Month				[]			
Group ID				[]			
District ID				[]			
Page Break on Carrier				[N]					

2. Select **Define** from the Ring Menu.
3. Enter the four-digit **Year** and the two-digit calendar **Month** of the remittance. This should be the month for which the coverage applies.
4. Enter **222** in the **Group ID** (for Boards of Education).
5. Verify that the **District ID** is correct.

6. Select **Report to Display, Spool or Print** a report showing the employees who had deductions for each health plan and total dollar amount of the deductions per health carrier. The following screen will display:

Session	Edit	Commands	Settings	Help												
HEALTH INS. REMITTANCE MAINTENANCE																
Action: Find Next Prev Browse Add Update Delete Output ...																
Action: Define Report Mag-Media Exit Output the remittance file.																
<table border="1"> <tr> <td>Year</td> <td>Please enter the sort order</td> </tr> <tr> <td>Month</td> <td>A - Carrier, Employee SSN</td> </tr> <tr> <td></td> <td>B - Carrier, Employee Name</td> </tr> <tr> <td>Group</td> <td>C - Carrier, Employee Number</td> </tr> <tr> <td>Distrib</td> <td>E - Exit (Return to menu)</td> </tr> <tr> <td>Page B</td> <td></td> </tr> </table>					Year	Please enter the sort order	Month	A - Carrier, Employee SSN		B - Carrier, Employee Name	Group	C - Carrier, Employee Number	Distrib	E - Exit (Return to menu)	Page B	
Year	Please enter the sort order															
Month	A - Carrier, Employee SSN															
	B - Carrier, Employee Name															
Group	C - Carrier, Employee Number															
Distrib	E - Exit (Return to menu)															
Page B																

7. Select the desired sort order for the report.
8. Select **Display, Print or Spool** and press **ESC**.
9. **Verify the accuracy of the report prior to generating the mag media.** (See *Appendix B* for a sample of the Health Remittance Report.)
10. Select **Mag-Media** to produce an electronic file for the KDE Division of Finance.
11. *If discrepancies occur in the Remittance File,*
- The following prompt will display:

Options: Yes No
Discrepancies exist with the remittance file. Would you like to produce the Comparison Report?

- Select **Yes** to produce the Comparison Report. (See *Appendix C* for a sample of the Comparison Report.) The electronic file will be created regardless of the errors.
- Review the Comparison Report carefully.

NOTE: New error messages have been added to the comparison report. If *HI Term Date Missing* is a noted error, there is an employee on the remittance file having a Employee Terminate Date but no Health Insurance Terminate Date. Verify that the employee should still have a terminate date on the employee master file. *For example, an employee could have been considering retiring. Payroll was notified and an expected terminate date was put on the employee's*

master file record. However, the employee decided not to retire. Therefore, the deduction for health insurance continued. The terminate date on the employee master file record should be deleted.

- d) Make any desired changes (e.g., add a comment code). See the section “*Manually Adjusting The Remittance File*” for detailed instructions.
- e) If changes do not have to be made, continue with step 13 below.
- f) Output the Remittance File again. The Remittance File does not need to be regenerated.

12. If discrepancies did not occur, select **Continue** at the prompt to create the electronic file.

13. The file name will appear at the bottom of the screen (**himmyy##**). Note this name for use when transferring the file. If the Remittance File was outputted more than once, the sequence number at the end of the file name will change. Be sure to note the correct file name for transfer.

TRANSFERRING THE REMITTANCE FILE TO KDE

Transfer the Remittance File to KDE. See the document titled *Transferring Files from the RS6000 to KDE (OSA-10)* in the *MUNIS System Administration User Guide*.

PURGING REMITTANCE FILE RECORDS

The Remittance File maintains a history of monthly employee health insurance payments, which may be helpful in researching discrepancies in previously submitted remittance files. Since this program saves previously generated remittance files, at some point in time the information that is stored will no longer be useful and at that time there will be a need to purge outdated remittance files.

Each district should develop a schedule for regularly deleting unnecessary information from the remittance file. Review the information maintained in the remittance file to establish when it is appropriate to delete records.

Before purging the remittance file, carefully review the records selected for deletion. It may be advantageous to maintain a spool file on disk or tape or a printed report of deleted information for a period of time.

To Purge information in the Remittance File, Select:

B) PAYROLL & PERSONNEL

F) Retirement & State-Specific

B) State of Kentucky

I) Kentucky Health Insurance

F) Remittance Maintenance

The following screen will display:

PROCESSING THE MONTHLY HEALTH INSURANCE REMITTANCE FILE

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Session	Edit	Commands	Settings	Help
HEALTH INS. REMITTANCE MAINTENANCE				
Action: Find Next Prev Browse Add Update Delete Output ...				
Query the current database table.				
Emp # [Last [First [
SSN [MI []
Year [EE Term Date [
Month [Health Insurance	
			Term Date [
Waived [Current Amount [0.00]
			Arrears Amount [0.00]
Carrier [Total Amount [0.00]
Plan [
Coverage [Flex Vendor [
Level [
			Flex Amount [0.00]
Comment [
Cross Reference Flag [

1. Select **Z=Purge** from the backside of the Ring Menu.

The following screen will display:

Session	Edit	Commands	Settings	Help
HEALTH INS. REMITTANCE MAINTENANCE				
Action: ... Generate Z=Purge Exit				
Action: Define X=eXecute Exit				
Define your output options.				
Year [
Month [

2. Select **Define** from the ring menu.
3. Enter the Calendar Year and Month of the remittance file you wish to purge.
4. Select **Esc** to accept the Year and Month to purge.

5. Select **X-eXecute** and the following screen will appear:

<u>S</u> ession	<u>E</u> dit	<u>C</u> ommands	<u>S</u> ettings	<u>H</u> elp
HEALTH INS. REMITTANCE MAINTENANCE				
Action: ... Generate Z=Purge Exit				
Action: Define X=eXecute Exit				
Define your output options.				
Options: Yes No				
All records for the chosen year and period will be deleted, and any manual changes will be lost. Also, no other users may be maintaining remittance records at this time. Do you wish to continue?				

6. Select **Yes** to purge.
7. Repeat these steps for each year and month you would like to purge.

APPENDIX A

Summer Payroll Remittance File Processing

Summer payroll processing complicates the Remittance File generation because of the timeline associated with summer payroll processing. Additional payrolls in June need to be excluded in some months and included in other months. The following print screens illustrate the solution to the problem, if the summer payroll check date sequence presented below is used.

June Payroll Processing

2 Regular Payrolls	Start Date	End Date	Check Date	Warrant	Vendor Check Processing
June #1	06/01/2001	06/15/2001	06/15/2001	061501	Defer 061501
June #2	06/16/2001	06/30/2001	06/27/2001	062701	Write Checks for Warrants 061501, 062701

2 Payrolls for 10-month - July pay	Start Date	End Date	Check Date	Warrant	Vendor Check Processing
July #1 - 10 month	07/01/2001	07/15/2001	06/28/2001	062801	Defer 062801
July #2 - 10 month	07/16/2001	07/31/2001	06/29/2001	062901	Defer 062801, 062901

1 Payroll for 10-month -August pay	Start Date	End Date	Check Date	Warrant	Vendor Check Processing
August #1 - 10 month	08/01/2001	08/15/2001	06/30/2001	063001	Defer 062801, 062901, 063001

July Payroll Processing

2 Payrolls for 12-month employees	Start Date	End Date	Check Date	Warrant	Vendor Check Processing
July #1 - 12 month	07/01/2001	07/15/2001	07/15/2001	071501	Defer 062801, 062901, 063001, 071501
July #2 - 12 month	07/16/2001	07/31/2001	07/31/2001	073101	Write checks for Warrants 062801, 062901, 071501, 073101 Defer 063001

August Payroll Processing

1 Payroll for 12-month employees	Start Date	End Date	Check Date	Warrant	Vendor Check Processing
August #1 - 12 month	08/01/2001	08/15/2001	08/15/2001	081501	Defer 063001 & 081501

1 Regular Payroll					
August #2	08/16/2001	08/31/2001	08/31/2001	083101	Write checks for Warrants 063001, 081501, 083101

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2 Regular Payrolls	Start Date	End Date	Check Date	Warrant	Vendor Check Processing
September #1	09/01/2001	09/15/2001	09/15/2001	091501	Defer to 093001
September #2	09/16/2001	09/30/2001	09/30/2001	093001	Write checks for Warrants 091501, 093001

[illegible]

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Remittance File Processing for the Month of August

Session	Edit	Commands	Settings	Help
HEALTH INS. REMITTANCE MAINTENANCE				
Action: ... Generate Z=Purge Exit				
<div style="border: 1px solid black; padding: 5px;"> Action: Define X=eXecute Exit Define your output options. <div style="margin-left: 40px;"> Year [2001] Month [8] </div> <div style="margin-left: 40px;"> Generate Option [H] </div> <div style="margin-left: 40px;"> Payroll Date Range [06/28/2001] to [07/31/2001] </div> <div style="margin-left: 40px;"> Excluded Payrolls [1] [063001] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] </div> </div>				

Remittance File processing for the month of August should include all health insurance deductions withheld for the August insurance payment only. These deductions are withheld in July's payrolls; however, two of the June payrolls should also be included in July's Remittance File. Although these payrolls are written in June, they are actually for 10-month employees' pay for July and therefore should be included in the July Remittance File. These two payrolls are given check dates of 06/28/01 and 06/29/01. The **Payroll Date Range** therefore begins on 06/28/01 to include these payrolls. However, another June payroll, dated 06/30/01, is for August and should not be included in the July Remittance File. It is entered into the **Excluded Payrolls** field. The generate screen shown above includes the payrolls for July **IF** the recommended check date sequence is used.

Remittance File Processing for the Month of September

Session	Edit	Commands	Settings	Help																																
HEALTH INS. REMITTANCE MAINTENANCE																																				
Action: ... Generate Z=Purge Exit																																				
<div> Action: Define X=eXecute Exit Define your output options. Year [2001] Month [9] Generate Option [H] Payroll Date Range [06/30/2001] to [08/31/2001] Excluded Payrolls <table> <tr> <td>[1]</td> <td>[071501]</td> <td>[]</td> <td>[]</td> </tr> <tr> <td>[1]</td> <td>[072101]</td> <td>[]</td> <td>[]</td> </tr> <tr> <td>[]</td> <td>[]</td> <td>[]</td> <td>[]</td> </tr> <tr> <td>[]</td> <td>[]</td> <td>[]</td> <td>[]</td> </tr> <tr> <td>[]</td> <td>[]</td> <td>[]</td> <td>[]</td> </tr> <tr> <td>[]</td> <td>[]</td> <td>[]</td> <td>[]</td> </tr> <tr> <td>[]</td> <td>[]</td> <td>[]</td> <td>[]</td> </tr> <tr> <td>[]</td> <td>[]</td> <td>[]</td> <td>[]</td> </tr> </table> </div>					[1]	[071501]	[]	[]	[1]	[072101]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
[1]	[071501]	[]	[]																																	
[1]	[072101]	[]	[]																																	
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Remittance File processing for the month of September should include health insurance deductions withheld for the September insurance payment only. These deductions are withheld in August's payrolls; however, one of June's payrolls is for 10-month employees' pay for August. Since this June payroll needs to be included in September's Remittance File, the **Payroll Date Ranges** will include a few payrolls that have already been reported. These payrolls must be excluded as shown in the example above. Again, the recommended check date sequence must be used for the above setup to work correctly.

Remittance File Processing for the Month of October

Session	Edit	Commands	Settings	Help
HEALTH INS. REMITTANCE MAINTENANCE				
Action: ... Generate Z=Purge Exit				
<div style="border: 1px solid black; padding: 10px; min-height: 200px;"> <p>Action: Define X=eXecute Exit</p> <p>Define your output options.</p> <div style="margin-left: 40px;"> Year [2001] Month [10] </div> <div style="margin-left: 40px;"> Generate Option [H] </div> <div style="margin-left: 40px;"> Payroll Date Range [09/01/2001] to [09/30/2001] </div> <div style="margin-left: 40px;"> Excluded Payrolls [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] </div> </div>				

Remittance File processing for the month of October should be processed as normal.
 Summer payrolls should no longer affect Remittance File processing.

APPENDIX B

Monthly Health Insurance Remittance by Vendor Report Sample

02/01/2001

YOUR DISTRICT

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HEALTH INSURANCE REMITTANCE

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MONTH/YEAR: 1/ 2001

GROUP ID: 222

DISTRICT ID: 999

SSN ARREARS	NAME COMMENT	XREF	EMP #	CARRIER	PLAN	COVR I
111-11-4879	COOK, EMILY		3	(WAIVED)		
0.00		N				
111-11-8752	SANCHEZ, PAUL		4	(WAIVED)		
0.00		N				
111-11-4994	CASH, JOHN E		9	(WAIVED)		
0.00		N				
111-11-2121	PAULE, MEL T		12	(WAIVED)		
0.00		N				
111-11-5252	DAVIS, ALLEN		25	(WAIVED)		
0.00		N				
TOTALS FOR						(WAIVED)
0.00						
111-11-4870	POPPINS, MARY		2 02	AETNA	2 POS	2 E
0.00		N				
111-11-4871	DRIVER, MINNIE		5 02	AETNA	1 HMO	5 E
0.00		N				
111-11-4241	BUMSTEAD, DAGWOOD		7 02	AETNA	2 POS	1 A
0.00		N				
111-11-4040	MALLORY, MILDRED		8 02	AETNA	1 HMO	4 A
0.00	7 PAY & CHK	N				
111-11-8432	NICHOLS, PENNY		10 02	AETNA	1 HMO	5 A
0.00		N				

PROCESSING THE MONTHLY HEALTH INSUR

111-11-4875 BOSSE, IMA	1 02	AETNA	2	POS	5	:
0.00						

				TOTALS FOR 02	AETNA	
0.00						
111-11-4723 CLARK, GENEVEVE	6 03	ALTERNATIV	2	POS	2	A
0.00 3 LATE ENTRY N						

				TOTALS FOR 03	ALTERNATIV	
0.00						
111-11-1212 CONTENTO, MARJORIE	21 10	CHA HEALTH	1	HMO	2	A
0.00 4 PARTIAL PY N						
111-11-2222 CARTWRIGHT, JOE	22 10	CHA HEALTH	1	HMO	2	E
0.00 N						
111-11-2323 CARTRIGHT, ANGELA	23 10	CHA HEALTH	2	POS	1	.
16.88 2 ARREARS N						
111-11-4242 BROWNBURY, PAUL	24 10	CHA HEALTH	1	HMO	2	A
0.00 1 SEP CHECK N						
111-11-0303 BUSCH, ANNE H	30 10	CHA HEALTH	2	POS	1	E
0.00 N						
Health Ins. Terminated: 01/31/2001						

				TOTALS FOR 10	CHA HEALTH	
16.88						
111-11-8292 FORD, HENRY	11 34	HUMANAPOS	2	POS	2	E
0.00 5 NO PAY N						
111-11-8181 LAWSON, SHARON	18 34	HUMANAPOS	2	POS	1	A
203.00 6 LEAVE, CHK N						
111-11-0202 SAMPLER, SONIA	20 34	HUMANAPOS	2	POS	5	E
0.00 N						

				TOTALS FOR 34	HUMANAPOS	
203.00						

*** END OF REPORT ***

APPENDIX C

Comparison Report Sample

03/15/2001
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District Testing Database

REMITTANCE/ENROLLMENT COMPARISON

MONTH/YEAR: 6/2001

GROUP ID: 222

DISTRICT ID: 016

SSN MESSAGE	NAME	EMP#	MONTHLY PREMIUM	REMIT AMOUNT	COMPUTED FLEX AMT	F
111-11-1001	AKINS, WINSTINE	4	44.72	0.00	0.00	
PREMIUM AMTS	NOT EQUAL					
111-11-1003	BAKER, WILLIAM A	6	44.72	0.00	0.00	
HI TERM DATE	MISSING					
111-11-1003	BAKER, WILLIAM A	6	15.10	0.00	0.00	
PREMIUM AMTS	NOT EQUAL					
111-11-1006	BANKS, WENDI A	10	15.10	0.00	0.00	
PREMIUM AMTS	NOT EQUAL					
111-11-1062	FREDERICK, PATRICIA R	104	296.58	0.00	0.00	
PREMIUM AMTS	NOT EQUAL					
111-11-1063	FROST, PAMELA M	106	12.86	0.00	0.00	
PREMIUM AMTS	NOT EQUAL					
111-11-1066	GARRETT, MONICA P	110	126.38	0.00	0.00	
PREMIUM AMTS	NOT EQUAL					
111-11-1074	HAMILTON, MELISSA A	118	126.38	0.00	0.00	
PREMIUM AMTS	NOT EQUAL					
111-11-1075	HAMMONS, MAXINE E	119	12.92	0.00	0.00	
PREMIUM AMTS	NOT EQUAL					
111-11-1076	HAMMONS, MARY W	120	50.66	0.00	0.00	
PREMIUM AMTS	NOT EQUAL					

PROCESSING THE MONTHLY HEALTH INSUR

111-11-1077	HAMPTON, MARVIN	121	44.41	0.00	0.00
PREMIUM AMTS NOT EQUAL					
111-11-1081	HILL, MARK K	127	29.18	0.00	0.00
PREMIUM AMTS NOT EQUAL					